Palestinian American Community Center
Large Event Coordinator Responsibilities

**Aim of Position:** The center is growing and the amount of events we host are also growing. Your job will be to work with the executive director to manage the center’s large events. You will need to help oversee and plan all of the center’s large events from start to end, including all the minute details. You will meet with relevant staff of the organization and discuss the event in detail.

**The Responsibilities associated with Event Coordinator include, but are not limited to:**

- **Event Coordination**
  - Coordinate events
  - Deal with emails leading up to event
  - Ensure room is ready and free for event
  - Discuss with ED and Office Manager for supplies needed at the Event
  - Setup checklist for future events
  - Standardize and record all event coordination
  - Make a manual for event coordination
  - Program Coordination
    - Ensuring best MC for the event
    - Putting together an appropriate program for the audience

- **Procedures**
  - Discussing with ED certain procedures that should be followed.
  - Writing out procedure for planning, coordinating and executing an event.

- **Sponsorship**
  - Creating set sponsorship guidelines and timelines for recruiting sponsors
  - Creating sponsorship packages appropriate for event
  - Recruiting appropriate sponsors for events
  - Ensure proper gratitude is given to the sponsors after the event

- **Vendors**
  - Create form for anyone interested in vending to submit when requesting an event at PACC
  - Monitor and follow up on the form regularly

- **Recording**
  - Ensure that the event is being recorded and photographed
  - Secure proper volunteers at events to take care of photography and recording

- **Flyers**
  - Work with our marketing fellow and our social media intern to ensure that professional flyers are made and used to advertise the event
Palestinian American Community Center
Large Event Coordinator Responsibilities

○ Ensure that the flyers are posted in appropriate location both online and in person and are advertised accordingly
○ Devise a standard plan for online and offline flyer distribution

● Social Media
  ○ Work with our Marketing and Social Media Fellow to ensure a proper advertising timeline is put in place, followed and executed

● RSVP Forms
  ○ Create RSVP or registration forms
  ○ Make sure they are posted on the website and all appropriate places
  ○ Monitor RSVPs and registrations
  ○ Update ED and staff regularly on RSVPs and registrations

● Tracking attendees
  ○ Ensure there is a proper system in place for checking in and tracking the people who attend the event
  ○ Put together a detailed report of how many people attended the event

● Feedback Surveys
  ○ Put together separate event surveys for participants, speakers, sponsors, vendors
  ○ Find the most efficient way for the maximum amount of people to do the survey
  ○ Follow up with each group to ensure they fill up the survey
  ○ Tally up Results
  ○ Share Results with ED
  ○ Hold feedback meeting with core volunteers and staff to get feedback in person

● Appreciation after event
  ○ Work with ED, to hold an appreciation luncheon for core volunteers and staff. This can be a joint event with the feedback
  ○ Making an appreciation package for the sponsors, donors and volunteers as a thank you for their help throughout the event

● Building a Team / Volunteer Coordination
  ○ Contact our volunteer list and recruit appropriate volunteers for event
  ○ Ensure trained and ready volunteers are at the event
  ○ Build a solid volunteer list that can be utilized for events

● Trainings:
  ○ Attend trainings to help fine-tune current skills
  ○ Attend trainings to learn new skills
  ○ Hold trainings for volunteers to ensure everyone is on the same page
Palestinian American Community Center
Large Event Coordinator Responsibilities

Relationship with ED
- CC ED on all correspondence leading up to and after the event
- Run the following by the ED:
  - All documents produced
  - All purchases and supplies needed
  - All money related issues through the ED
- Keep the ED in the loop always through bi-weekly meetings and weekly email summaries
- Meet with the ED on a bi-weekly basis as agreed upon.
- Recommend people that you think should be more involved or hired or recruited as a volunteer to the ED
- Notify the ED of any alarming issues at any time.
- Anything that is not detailed above is not under your domain and you should forward it to the ED and The ED then will decide who will take care of it.
- Discuss all ideas with the ED before proceeding with planning
- Seek approval for any expenses (e.g., supplies, honorariums) that are incurred for the event

Meetings you are required to attend
- Staff Meetings when needed
- Bi-Weekly Meetings with the ED

Hours
- Range of hours a week: 10 to 15 hours
- You must arrange with the ED what your core hours will be. If you want to change your schedule, after we agreed on it, just give the ED a two days notice.

Vacation Time
- When the center is closed, you are not required to work.
- You are not entitled to any paid vacation days at this time; however, if your hours increase this is up for renegotiation.
- 14 Day notice is required prior to any vacation time.

Events you will need to coordinate:
- Annual PACC Gala → October
- PACC Day → January
- PACC Conference → March
- Ramadan Fundraiser
- PACC Graduation Event → June
Palestinian American Community Center
Large Event Coordinator Responsibilities

- PACC Fair → June